

## Instructions for Voting To a Covered Voter Who Has Been Faxed or Electronically Transmitted a Military-Overseas Ballot

Materials needed:

- \* Blank military-overseas ballot
- \* Voter Verification and Declaration
- \* 2 envelopes (can print at [www.elect.ky.gov](http://www.elect.ky.gov))
- \* Sufficient Postage
- \* Voter Assistance Form (if you need assistance)

**STEP 1: If you need assistance voting, complete the Voter Assistance Form:**

- The person who is assisting you must complete the “Oath for Person Assisting Voter.” Neither your employer, an agent of your employer, nor an officer nor agent of your labor union may assist you in voting.
- If you are not certified as needing assistance to vote on a permanent basis but need assistance to vote due to blindness, other physical disability, or inability to read English, you must complete the “Oath for Voter Not Certified as Requiring Assistance on a Permanent Basis.”
- You are not required to complete the “Section to Completed by Precinct Election Officer.”

## STEP 2: Complete the Absentee Ballot.

- Complete your ballot in private. Do not allow anyone to observe you marking your ballot, unless you have been certified as needing assistance to vote on a permanent basis or need assistance to vote due to blindness, other physical disability, or inability to read English. Vote for only one candidate per race unless ballot instructions indicate otherwise. Voting for more than the allowed number will result in an over vote, and your vote in that race will not be counted.
- If a mistake is made with a pencil, please erase the mistake completely, and correct the mistake.
- If a mistake is made with a pen, please circle the name of the candidate you wish to select.
- When you are finished marking your ballot, double check it for accuracy.

**STEP 3: Place the voted ballot in one of the envelopes (the “inner envelope”) and seal it.**

### STEP 4: Complete and sign the Voter Verification and Declaration.

- Your ballot will not be counted if you do not complete, date, and sign this form.

**STEP 5: Place the inner envelope, Voter Verification and Declaration, and if you received assistance to vote, the Voter Assistance Form in the second envelope (the “outer envelope”) and seal it.**

**STEP 6: On the back of the outer envelope:**

- Print your name, voting address, and precinct number exactly as they appear below.
- Sign your name across the flap.

**STEP 7: On the front of the outer envelope:**

- Print the address of your county clerk as listed below.
- Print “Absentee Ballot,” without obstructing the county clerk’s address.
- Affix sufficient postage.

## STEP 8: Mail the Envelopes to the County Clerk

- The absentee ballot must be delivered by mail and received by the county clerk by **6:00 p.m. local time on the day of the election** in order to be counted. Kentucky law prohibits a county clerk from accepting a completed ballot by fax or electronic transmission. It must be mailed.

**YOU MUST COMPLETE THE VOTER VERIFICATION AND DECLARATION, SIGN THE OUTER ENVELOPE, AND SEAL BOTH ENVELOPES FOR YOUR BALLOT TO BE COUNTED.**

**To be completed by the County Clerk for the use of the voter**

Voter Name	
Voter Address	
Voter Precinct	

Clerk Name	
Clerk Address	
Clerk Phone #	